



Attendees: Sean H. (Principal), Mary H. (Vice-Chair), Vivian K. (Treasurer), Selina C. (Co-treasurer), Suellen Z. (Secretary), Erin S. (Co-secretary), Cecilia L., Marine W., Theola L., Gail L., Iris W., Olivia Z., Chen C., Silvia F., Baren T, Monica D.

Documents posted on Anderson PAC website for discussions:

- 2024 05 21 Anderson PAC - Minutes (draft).pdf
- 2024 June 18 HAES PAC FS - meeting appendices.pdf

1. Welcome

- a. Vice-Chair welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Vice-Chair opened floor to adoption of the meeting agenda.
 - i. New Business Item 8.3 2024-2025 Fundraising added to the agenda and to be presented by Iris W.
 - ii. Vice-Chair motioned to adopt the agenda including Item 8.3
 1. Marine seconded.
 2. Majority voted in favour.
 3. Agenda passed.

3. Approval of Previous Meeting's Minutes – May 21st, 2024 and Updates on Action Items

- a. Updates on Action Items from April PAC Meeting.
 - i. Mary and Aisha to go to the bank and obtain their respective accesses (Item 3.b.i)
 1. Mary has not gone to the bank yet. Action no longer be required since neither Mary nor Aisha will be PAC Executives for the 2024-2025 school year.
 - ii. Suellen to upload PAC files to Anderson's Google drive (Item 3.b.v)
 1. Suellen has organized all documents to date and will wait for June PAC meeting minutes and associated documents to upload to the Anderson Google drive.
 2. **ACTION:** Suellen to provide an update at September PAC meeting.
 - iii. Vivian to confirm if there is PAC funding for canopies (Item 5.c.iii.1)
 1. Vivian confirms \$1200 PAC funding for canopies and has made Leisa aware.
 - iv. Vivian to contact Mme Wilson and send her information to present the PAC MacNeill scholarship (5.d.i.1)
 1. Vivian spoke to Mme Wilson who advised she wanted to present the McRoberts scholarship rather than the MacNeill scholarship.
 2. PAC scholarships to MacNeill and McRoberts have been paid.
- b. Discussion regarding the PAC May meeting vote to pass the amended Constitution Bylaws as presented at the meeting including all in-meeting revisions that were voted upon and passed (Item 7.g).
 - i. Mary brought up that, according to the current constitution, PAC must notify the PAC membership of the proposed Constitution Bylaws amendments and date of the PAC meeting at which the vote to adopt the amended Constitution Bylaw will be.
 - ii. Item 7.g of May meeting minutes revised to read: *PAC Executives recommends PAC membership to pass the Constitution Bylaws presented in this meeting. Vote to adopt the Constitution Bylaws as presented in the May PAC meeting will be held at September 2024's PAC meeting.*

- iii. Amended Constitution Bylaws will be posted on the PAC website for PAC membership access with voting to take place at the PAC September meeting. If passed, the amended Constitution Bylaws will immediately take effect.
- iv. Sean advised he will include the link to the PAC website in the final school newsletter (June 2024) which will serve as written notice to the PAC membership regarding the amended Constitution Bylaws and date on which the vote to adopt will take place (September PAC meeting).
 - 1. **ACTION:** Gail to post final version of the amended Constitution Bylaws and voting date on the PAC website before June 27th, 2024. Voting date tentatively September 11th at 6:30pm pending administration availability.
 - 2. **ACTION:** Erin to email school administration by June 20th to request the inclusion of the PAC website link, direction to view the amended Constitution Bylaws, and voting date in the school newsletter.

POST-MEETING UPDATE: June 19th - Erin emailed Principal and office to request inclusion of PAC website link, mention of amended Constitution Bylaws availability for review over the summer, and September meeting voting date for adoption in the last school newsletter.

POST-MEETING UPDATE: June 21st - School newsletter included the requested information and was emailed out to the PAC Membership.
- v. New parents (Kindergarteners) were already provided with a PAC flyer at the Kindergarten Welcome sessions. PAC website link provided on the flyer.
- c. Selina motioned to pass the May meeting minutes.
 - a. Vivian seconded.
 - b. Majority voted in favour.
 - c. Motion passed.

4. Principal's Report (School Updates)

- a. Band Concert
 - i. 7 divisions/200 kids performed at this celebration of music.
- b. Construction
 - i. Fire hydrant being installed near the new portables.
 - ii. Contractors are experienced with seismic upgrades and are considerate of students' safety (appropriate fencing) and routines.
- c. Report cards go home June 26th.
- d. Grade 7's
 - i. Graduation ceremony June 27th.
 - ii. Went to Camp Jubilee.
- e. Garden City Park Safety Update
 - i. One of the two stray dogs have been captured.
 - ii. There remains a homeless encampment in the park.
 - iii. Students have not and will not be visiting the park until it is safe and the last dog captured.
 - iv. Sean has spoken with the City of Richmond regarding an open gate between the school and the park through which the dog can come. He's been very clear with his expectations with the City.
 - v. Issue exasperated by public feeding the dogs.
 - vi. Issue has been featured on Global News. It's been over a month and remains an issue - concerned community members should consider contacting the City.
 - vii. City has put up warning signs at the park, but School District made the decision to notify parents by letters as well.
 - viii. If the dog is spotted on school premises, school will Hold and Secure - 3 rings of the bell and students will go inside. Students have practiced this.

- ix. Staff have spoken to students on the matter - e.g. not to run to or away from the dog; back away.
- f. AnderSun Day turned out to be a great and fun day.
- g. Parent Appreciation Tea - June 19th in the gym
 - i. Everyone is invited and there will be some presentations by students.
- h. Gaga ball court has been approved and going through purchasing.
- i. New Sandpit
 - i. Obtaining estimates and \$3000 PAC funding should be adequate.
 - ii. May be completed over the summer - Treasurer to earmark the funds for 2024-2025 school year.
- j. Outdoor Equipment - \$1501 spent on replenishing equipment; PAC funding of \$1500 fully spent.
- k. Saleema Noon
 - i. Body science sessions held over 3 days.
 - ii. Good to learn about body science from a professional.
 - iii. Marine advised Saleema offers a nice online presentation as well.
 - iv. Sean advised she offers a "Girl Power" session (online?) as well.
- l. Portables: Will not be for Kindergarten/Grade 1 but may be used for English or French classes.

5. Hot Lunch Update and Annual Report

- a. Hot Lunch Update
 - i. May 22nd Sushi Day - 403 orders; \$644.65 profit
 - ii. June 5th Pizza/Pasta Day - 764 orders; \$1042 profit
 - iii. June 14th Pizza/Pasta Day - 656 orders; \$884.50 profit
 - iv. June 19th Sushi Day - 382 orders; \$609.85 profit
- b. Annual Report (profits after paying vendors; do not other fees/preparation expenditures)
 - i. Fusion Feast 11 days - \$10,114 profit
 - ii. Sushi 4 days - \$2572.90 profit
 - iii. Subway 3 days - \$1338.75 profit
 - iv. Add-on Snacks 7 days - 792 items ordered; \$519.95 profit
 - v. Had a very successful year.
 - vi. 2024-2025 MunchaLunch fee confirmed by Mary as paid.

6. Treasurer's Report and Annual Report

- a. Appendix A: Balance Sheet as of June 18, 2024
 - i. Gaming Account balance: \$2817.13
 - ii. General Account balance: \$14,686.07
 - iii. \$336 reserved for 2024-2025 Munch-a-Lunch fee
- b. Appendix B: Profit and Loss - July 1, 2023-May 31, 2024; July 1, 2023-April 30, 2024
 - i. Hot Lunch Sales (income): \$1215.81
 - ii. General - Appreciation (expense): \$606.06 spent (\$150 retirement gift for Leisa; \$456 PAC Volunteer Appreciation)
 - 1. Concerns regarding Volunteer Appreciation Day expenditures as some were not reasonable for a gathering of only 20 people.
 - 2. PAC needs to be good stewards in managing funds as a responsibility and this pertains to any PAC event.
 - 3. Whoever leads an event should review and summarize expenditures with the Treasurer prior to submitting receipts for reimbursement. Otherwise, they may be denied.
 - 4. **ACTION:** Budget Subcommittee to discuss reasonable amounts for events (i.e. per person dollar amount).
 - iii. General - Classroom Supplies (expense): More expenses rolling in in June.

- iv. General - Hot Lunch Expense: \$4016.65
- v. General - PAC Expenses (child minders): \$130 (\$10 a meeting)
- vi. General Fund Expenses (2023 MacNeill scholarship): \$250 per scholarship to each of MacNeill and McRoberts and scholarships have been paid. However, \$500 was paid to MacNeill this year as it came to light that \$250 was not paid to them last year, but the school still awarded the scholarship.
- c. Appendix C: Profit and Loss - July 1, 2023-June 18, 2024; July 1, 2023-May 31, 2024
 - i. Hot Lunch Sales (income): \$2457.99; includes everything up to June 19 Sushi Day and not expecting anything more to come in.
 - ii. Gaming - Field Trip Expense: more expected to come in
 - iii. General - Appreciation (staff): \$500 contribution to school's staff appreciation breakfast
 - iv. General Fund Expenses (outdoor equipment): \$1500 spent to replenish outdoor equipment
- d. Annual Report
 - i. Hot lunch net profit was expected to be \$11,700 when the budget was first built, but ended up being \$9926.
 - ii. 2022-2023 Hot Lunch net profit was higher than 2023-2024's net profit though 2023-2024 yielded a high gross amount and PAC had adjusted prices to accommodate inflation.
 - 1. **ACTION:** Budget Subcommittee to look closer into why this was (increased expenditures such as Ziploc bags, utensils, labels, transaction fees?) in at the next Budget meeting.
 - iii. Appendix D - Budget to Actual - with Forecast as at June 18, 2024
 - 1. Net of \$4000 forecast if it's assumed PAC pays the full amount for the Gaga Ball Court (\$3000 from operating; \$1000 from gaming).
 - 2. \$1200 for canopies will be spent.
 - 3. \$4000 for sand play area will be spent.
 - iv. Contingency goal was \$5000 at 10%, but ending with \$4000.
 - v. \$800 left in the Gaming account because not all field trip funds were used. May need to approve a lower amount in the 2024-2025 year because there was no rollover of funds like we had this year.
- e. 2024-2025 Gaming Grant
 - i. Sean received an email from the Ministry reminding that applications must be received by June 30th or risk not being accepted.
 - ii. **POST-MEETING UPDATE:** Vivian confirmed via email that the application was submitted and accepted April 16th, 2024.

7. Elections

- a. All PAC Executive and Lead positions for the 2024-2025 won by acclamation or decision to co-lead, except Fruits & Veggies Lead which remains vacant.
 - i. Chair: Cecilia (CC) L.
 - ii. Vice-Chair: Selina C.
 - iii. Treasurer: Vivian K.
 - iv. Secretary: Suellen Z.
 - v. Hot Lunch Lead: Gail L.
 - vi. Fundraising Lead: Iris W.
 - vii. Communications Leads: Baren T. and Olivia Z.
 - viii. Fruits & Veggies Lead: Vacant
 - 1. **ACTION:** PAC to send a call-out for Fruits & Veggies Lead in Sept 2024. Contact Monica D. for assistance if no volunteers to lead the program.

8. New Business

a. 8.1 2024-2025 Questions

- i. Remaining snacks from hot lunch add-on's: Keep them for Fall 2024 hot lunch add-on's or donate them?
 1. Use them for them for the PAC Welcome Back table on the first day of school, Sept 3rd, 2024.
 - a. **ACTION:** Plan for volunteers and set up to match parent drop-off and pick-up times of 10:30am/11:30am (primary divisions) and 1:00pm/2:00pm (intermediate divisions).
- ii. Snacks were liked as a bonus for kids and extra PAC revenue, but parents prefer healthier snack options.
 1. **ACTION:** Hot Lunch Subcommittee to explore new/healthier options and plan to have add-on's starting September for sooner and increased revenues.
- iii. Would Anderson allow for additional Hot Lunch dates if there's an effective way of dealing with the associated garbage?
 1. Sean advised this will need to be posed to the new Principal but he'll let them know that MunchaLunch delivers the food and the Hot Lunch group is very streamlined in delivery to classrooms so there's very little disruption. Garbage is the main issue.
 2. To best deal with garbage:
 - a. Silvia suggested to have parent volunteers assigned to zones for garbage collection. Garbage can be handled properly (e.g., compacted) to reduce volume of garbage prior to depositing them into bins.
 - b. Suellen suggested to try asking students to bring the garbage home and, if successful, present the data to school administration when requesting additional hot lunch days. Would not be too disruptive to teach children to rinse containers during the lunch break either per Sean.
 - i. CC suggested PAC can try this for the first quarter.

b. 8.2 Special Voting

- i. Selina proposed to present a gift card to Sean as an appreciation gift for all the hours he's spent with PAC in the last 3 years prior to his departure to take on a new role with the School District.
 1. Selina motioned to use \$50 from the remaining 2023-2024 PAC snack budget toward a gift card for Sean as an appreciation gift.
 2. Baren seconded.
 3. Unanimous vote in favour.
 4. Motion passed.

c. 8.2 Fundraising

- i. Back-to-school stationary sale
 1. Iris seeking PAC approval on her initial proposal and to develop the plan over the summer.
 2. Estimated investment of \$300 with \$1000 profit projected.
 3. Sell over 2 weeks or until sold out.
 4. Online sales proposal: Cash Online (no fees) is something the Ministry set up for schools and cannot be used by PAC as a platform. MunchaLunch platform may be used for sales other than food, but fees apply. Other option is to take cash sales.
- ii. Baren call for a vote to have Iris pursue back-to-school stationary fundraiser plan.
 1. Unanimous vote in favour.

9. Adjournment

- Next meeting: September 11, 2024 6:30pm pending School Administrator availability.